

Please complete each field below. Fields with an asterisk (*) are mandatory.

ABOUT YOU	
*Date (dd/mm/yyyy)	
*Are you submitting this form on behalf of someone else? (Yes/No) If yes, please provide your name and contact details in the space provided.	
*Name State the full name of the person who will receive/provide sponsored travel.	
*Job title Provide the title of the person who will receive/provide sponsored travel.	
*Job function/responsibilities Describe in detail the job responsibilities of the person who will receive/provide sponsored travel.	
*Unit/Asset Provide the Unit (Mubadala corporate) or Asset of the person who will receive/provide sponsored travel.	
*Telephone number Provide the telephone number of the person who will receive/provide sponsored travel.	
*Email address Provide the email address of the person who will receive/provide sponsored travel.	
ABOUT THE OTHER PARTY	
*Is the other party a government official/entity/organization? (Yes/No)	
*Select the type of party from the list below and write it in the space provided. <ul style="list-style-type: none"> • Government • Agent • Contractor • Consultant/advisor • Customer • Distributor • Partner • Intermediary • Supplier/vendor • Other (describe the relationship in detail) 	

<p>*Identify the party who is ultimately giving or receiving the sponsored travel and associated hospitality. State the name(s), title(s), organization(s), and location(s) of ALL non-Mubadala Group individuals offering or receiving.</p>	
ABOUT THE SPONSORED TRAVEL	
<p>*Are you offering or receiving sponsored travel? (Offer/Receive)</p>	
<p>*Does the sponsored travel include transportation (e.g., air, land, etc.)? (Yes/No)</p>	
<p>*Specify the value of the transportation in AED in the space provided. If you do not know the exact value, please estimate. If transportation is not provided, write "0".</p>	
<p>*Does the sponsored travel include accommodation? (Yes/No)</p>	
<p>*Specify the value of the accommodation in AED in the space provided. If you do not know the exact value, please estimate. If accommodation is not provided, write "0".</p>	
<p>*Does the sponsored travel include per diem? (Yes/No) Only select "yes" if the per diem is paid by the offering party.</p>	
<p>*Specify the value of the per diem in AED in the space provided. If you do not know the exact value, please estimate. Indicate whether you are providing the day rate or total value. If no per diem is provided, write "0".</p>	
<p>*Does the sponsored travel include entertainment or any other activities besides the main (business) purpose of the trip? (Yes/No)</p>	
<p>If the sponsored travel includes entertainment, describe each type (event) of entertainment or additional activity in detail and provide the value in AED of each. If you do not know the exact value, please estimate.</p>	

<p>*Does the sponsored travel include meals or other expenses/payments? (Yes/No) For example, honoraria, conference admission, buffet lunches, etc.</p>	
<p>If the sponsored travel includes meals or other expenses, describe each type in detail and provide the value in AED of each. If you do not know the exact value, please estimate.</p>	
<p>*Dates of travel. State departure and return dates using dd/mm/yyyy format</p>	
<p>*Describe the nature of the trip.</p>	
<p>*What is the destination(s)? Provide destination(s) by venue, city(s), and country(s).</p>	
CONFLICT CHECK AND APPROVAL	
<p>*Describe the business purpose for the sponsored travel.</p>	
<p>*Do you have a personal relationship with the other party? (Yes/No) If yes, please describe the relationship in the space provided.</p>	
<p>*To your knowledge, has your Unit/Asset provided or received sponsored travel to/from this party during the past 24 months? (Yes/No) If yes, provide details (including dates, locations, attendees) in the space provided.</p>	
<p>*To your knowledge, is there a current bid/tender in which this party(s) is involved? (Yes, No) If yes, please provide details in the space provided.</p>	

<p>*To your knowledge, is any other Mubadala Group Unit/Asset also providing or receiving the same sponsored travel? (Yes/No) If yes, provide details in the space provided.</p>	
<p>State the names of other Mubadala Group personnel offering or receiving this sponsored travel (if known).</p>	
<p>*Have you obtained approval from your business leader for this sponsored travel? (Yes/No) Include a copy of the approval with the submission of this form.</p>	
ADDITIONAL INFORMATION	
<p>Include any additional information you have about the sponsored travel (e.g., brochure, invitation, etc.) with the submission of this form.</p>	

Please submit this form by email to: Ethics@mubadala.ae